

## How to Set Up Reserve Capacities

Reserve Capacity Sequences and Requirement Groups allow you to reserve seats in a class for a specified group of students. This job aid describes the steps to setting up a class using reservation capacity functionality. If a Requirement Group, or a group with a combination of requirements, does not already exist in the look up table, please contact the Office of the Registrar to request that a new Requirement Group be created.

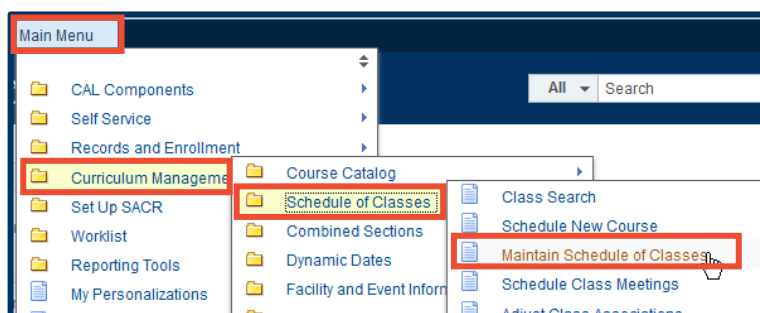
**WARNING:** You must create a new **Reserve Capacity Sequence** for each **Requirement Group**. Adding different types of Requirement Groups under one sequence will result in a failure of the functionality.

1. From the **Main Menu**, navigate to:

**Curriculum Management >**

**Schedule of Classes>**

**Maintain Schedule of Classes.**



2. Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

### Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all

▼ **Search Criteria**

Academic Institution:	=	UCB01	🔍
Term:	=	2168	🔍
Subject Area:	=	PHYSICS	🔍
Catalog Nbr:	begins with	7A	
Academic Career:	=		▼
Campus:	begins with		🔍
Description:	begins with		
Course ID:	begins with		🔍
Course Offering Nbr:	=		🔍
Academic Organization:	begins with		

Case Sensitive

3. Select **Search**.

**NOTE:** Reserve Capacities can only be set using **\*Class Type = Enrollment**. They will automatically apply to all associated **Non-Enrollment** (secondary) class sections.

For classes with **Non-Enrollment** sections, the **Enrollment** component is often (though not always) a Lecture or Seminar and the **Non-Enrollment** sections are often Discussions or Labs.

- On the **Basic Data** tab, make sure you are on the **\*Class Type = Enrollment** section. If you have more than one **Enrollment** section, set up Reserve Capacities on each class section as needed.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 118491 Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2016 Fall Undergrad  
 Subject Area: PHYSICS Physics  
 Catalog Nbr: 7A Scient Engin Phys

Class Sections Find | View All First 1 of 87 Last

\*Session: 1 Regular Academic Session Class Nbr: 21482  
 \*Class Section: 001 \*Start/End Date: 08/24/2016 12/09/2016  
 \*Component: LEC Lecture Event ID: 000124076  
 \*Class Type: Enrollment  
 \*Associated Class: 1

- Select the **Enrollment Cntrl** tab to check your **Enrollment Capacity**.

The total number of *reserved* seats you create on the **Reserve Cap** tab cannot exceed this number.

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID: 118491 Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2016 Fall Undergrad  
 Subject Area: PHYSICS Physics  
 Catalog Nbr: 7A Scient Engin Phys

Enrollment Control Find | View All First 1 of 87 Last

Session: 1 Regular Academic Session Class Nbr: 21482  
 Class Section: 001 Component: Lecture Event ID: 000124076  
 Associated Class: 1 Units: 4.00

\*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Closed  
 \*Add Consent: No Consent Requested Room Capacity: 216 Total  
 \*Drop Consent: No Consent Enrollment Capacity: 200 0  
 1st Auto Enroll Section: Wait List Capacity: 30 0  
 2nd Auto Enroll Section: Minimum Enrollment Nbr:  
 Resection to Section:

Auto Enroll from Wait List  Cancel if Student Enrolled Combined Section

6. Select the **Reserve Cap** tab.

Notice that there are sections within sections on this page.

The **Reserve Capacity Sequence** contains the **Requirement Group** section.

This is very important in setting your reserve capacities correctly.

Basic Data | Meetings | Enrollment Cntrl | **Reserve Cap** | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID: 118491 Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2016 Fall Undergrad  
 Subject Area: PHYSICS Physics  
 Catalog Nbr: 7A ScientEngn Phys

Class Sections Find | View All First 1 of 87 Last

Session: 1 Regular Academic Session Class Nbr: 21482  
 Class Section: 001 Component: Lecture Event ID: 000124076  
 Associated Class: 1 Units: 4.00

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

**Reserve Capacity Requirement Group** Personalize | Find | 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

04/18/2016 [calendar icon] [search icon] 0

7. For your first **Reserve Capacity Sequence**, begin by selecting a **Start Date**. Start dates often reflect the first date of student enrollment for the term.

Reserve Capacity Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

**Reserve Capacity Requirement Group** Personalize | Find | 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

04/18/2016 [calendar icon] [search icon] 0

8. Click the **Requirement Group** look up icon (🔍) to open the **Look Up Requirement Group** table.

Reserve Capacity Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

**Reserve Capacity Requirement Group** Personalize | Find | 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

04/18/2016 [calendar icon] [search icon] 0

For the first **Requirement Group**, we'll reserve seats for the department's majors.

9. Using the **Description** field, and changing the droplist selection from "begins with" to "contains," is often the best way to find your **Requirement Group**.
10. Select the **Look Up** button to bring up the search results.
11. Select the **Requirement Group** link you want.

Look Up Requirement Group

Academic Institution: UCB01

Academic Group: begins with [ ]

Subject Area: begins with [ ]

Catalog Nbr: begins with [ ]

Requirement Group: begins with [ ]

Description: contains physics

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-7 of 7 Last

Academic Group	Subject Area	Catalog Nbr	Requirement Group	Description
CLS	ASTRON	(blank)	000020	Astronomy or Astrophysics Only
CLS	GEOPHYS	(blank)	000835	Geophysics
CLS	EPS	(blank)	000672	Geophysics BA 7+ Terms
CLS	EPS	(blank)	000671	Geophysics BA Only
GRAD	MCELLBI	(blank)	000702	MCB Biophysics Chemistry Grads
GRAD	MCELLBI	(blank)	000700	MCB Neurosci Biophysics Grads
CLS	PHYSICS	(blank)	000036	Physics BA

12. Set the **Cap Enrl** to the number of seats you want to reserve for this **Requirement Group**.

**NOTE:** Remember that the total number of reserve capacity seats cannot exceed the **Enrollment Capacity**.

Reserve Capacity Find View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Personalize Find 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

04/18/2016 000036 Physics BA 80

13. To reserve seats for a **different group** of students, you *must create additional Reserve Capacity Sequences*. Click the top right "plus" button to **add a second Sequence**.

Reserve Capacity Find View All First 1 of 1 Last

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

Reserve Capacity Requirement Group Personalize Find 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

04/18/2016 000036 Physics BA 80

14. Select the **View All** link to be able to see both sequences on your screen

Reserve Capacity Find View All First 2 of 2 Last

\*Reserve Capacity Sequence: 2 Enrollment Total: 0

Reserve Capacity Requirement Group Personalize Find 1 of 1 Last

\*Start Date \*Requirement Group Cap Enrl

[ ] [ ] 0

15. In **Reserve Capacity Sequence #2**, you can select a *different* group of students to reserve seats for.

The screenshot shows the 'Reserve Capacity' interface. At the top, it displays 'Class Sections' with details: Session: 1, Regular Academic Session, Class Nbr: 21482, Class Section: 001, Component: Lecture, Event ID: 000124076, Associated Class: 1, Units: 4.00. Below this, there are two 'Reserve Capacity Requirement Group' sections. The first group is for 'Physics BA' with a 'Cap Enrl' of 80. The second group is highlighted with a red box and is currently empty, with 'Cap Enrl' set to 0.

Now, we'll reserve 40 seats for "New UG Transfer" students.

16. Again, select a **Start Date**, use the look up icon (🔍) to select your second **Requirement Group** and enter the number of desired reserved seats in the **Cap Enrl** field.

This screenshot shows the same interface as the previous one, but the second 'Reserve Capacity Requirement Group' is now populated. It has a '\*Start Date' of 04/18/2016, a '\*Requirement Group' of 'New UG Transfer', and a 'Cap Enrl' of 40. This row is highlighted with a red box.

Once students begin enrolling, the **Enrollment Total** number will show how many students enrolled into the reserved seats in each group.

This screenshot shows the interface with the 'Enrollment Total' field highlighted in red for both requirement groups. The first group (Physics BA) has an 'Enrollment Total' of 0, and the second group (New UG Transfer) also has an 'Enrollment Total' of 0.

**(Optional)** If desired, you can set a **Requirement Group** to “expire.” This means that, on a date of your choosing, seats that have not been filled by students meeting a particular **Requirement Group** can be opened for other students.

17. To “expire” the **Requirement Group** in your first **Reserve Capacity Sequence**, click the “plus” button to the right of the **Cap Enrl** field.

The screenshot shows the 'Reserve Capacity' interface. Under the first sequence (1), there is a table of Requirement Groups. The first row is for 'Physics BA' with a 'Cap Enrl' of 80. A red box highlights the '+' button to the right of the '80'.

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000036 Physics BA	80

18. Use the **Start Date** field to select your “expiration” date.

19. Type in the same **Requirement Group** code as on the first line in this sequence and enter “1” in the **Cap Enrl** field.

The screenshot shows the 'Reserve Capacity' interface. Under the first sequence (1), there are two Requirement Groups. The second row is for 'Physics BA' with a 'Cap Enrl' of 1. A red box highlights the entire second row.

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000036 Physics BA	80
09/05/2016	000036 Physics BA	1

**NOTES:**

- 1) The “expire” feature is completely optional. You do not need to use it.
- 2) If you choose to use the “expire” feature on more than one **Requirement Group**, you **must** enter a “1” in the **Cap Enrl** field. If you use different expiration dates for different groups and enter a zero, then all groups will expire at the earliest expiration date with a zero.
- 3) **DO NOT** add a different **Requirement Group** in the same **Reserve Capacity** sequence. *This will NOT work.* You must create a new **Reserve Capacity Sequence** to add each new **Requirement Group**.

To add another Reserve Capacity Sequence: Again, you will need to add another **Reserve Capacity Sequence** to add a new **Requirement Group**.

20. Click the “plus” button at the **Reserve Capacity Sequence** level, to add a third sequence for this example.

21. As before, select a **Start Date**, use the look up icon (🔍) to select your third **Requirement Group** and enter the number of desired reserved seats in the **Cap Enrl** field.

22. Click **Save** to finish.

Reserve Capacity

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000036 Physics BA	80
09/05/2016	000036 Physics BA	1

\*Reserve Capacity Sequence: 2 Enrollment Total: 0

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000520 New UG Transfer	40

Reserve Capacity

\*Reserve Capacity Sequence: 1 Enrollment Total: 0

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000036 Physics BA	80
09/05/2016	000036 Physics BA	1

\*Reserve Capacity Sequence: 2 Enrollment Total: 0

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000520 New UG Transfer	40

\*Reserve Capacity Sequence: 3 Enrollment Total: 0

*Start Date	*Requirement Group	Cap Enrl
04/18/2016	000055 Enrollment Permission Only	8

Save Return to Search Notify

Support:

For questions or assistance, please contact Campus Shared Services IT:

- Call 510-664-9000 (press option 6)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>